

Catalog Definitions Documentation

System: **FleetFocus M5**

| COURSE | COURSE DESCRIPTION | NOTES / COMMENTS |
|--------|---|------------------|
| FM 9 | Course Name: Mechanics Handbook | |
| | Course Short Name: FM9 | |
| | Course Duration: Manual | |
| | Course Description: <ol style="list-style-type: none"> 1. Work Order Management – reviewing the work flow process, adding jobs and job notes to a work order, and printing a work order. 2. Entering Labor Charges – to include how to enter labor hours on the labor time card and how to correct and delete a labor entry. 3. Displaying Vehicle Information – how to view unit information. 4. Queries – to include how to run needed queries for everyday tasks. | |
| | Prerequisites: FM6 | |
| | Recommended Audience: Mechanic | |
| | Course Objectives: <p>This course covers the skills that mechanics need to learn in FleetFocus. Users will gain an understanding of the process flows of Workflow processing and be able to update work order information.</p> <p>In addition, this course provides instruction on entering and updating labor time cards, displaying vehicle information, and running queries.</p> <p>Upon completion of this course, you will be able to update work orders, enter and update labor entries, display vehicle information and run queries.</p> | |